

# **Greater Boston Federal Executive Board**

## **FY 2000 Annual Report**



### ***Theme 1: Communicate***

One of the most unique aspects of the GBFEB Board of Directors is that Chair Bob Dunfey and Vice Chair Diane LeBlanc were re-elected by their peers to serve in the leadership positions for a *sixth consecutive one year term*. This was the first time in GBFEB history that a team was re-elected AND more than once. In addition, Dunfey, a Clinton appointee and LeBlanc, a longtime civilian employee, were recognized by the American Society for Public Administration's Massachusetts Chapter as Public Administrators of the Year for their effective collaborative leadership throughout their tenure.

The commitment and support of this leadership team and the entire GBFEB Board of Directors helped the GBFEB reach new heights last year. The Board of Directors showed unprecedented dedication to serving the needs of the local Federal community at-large. Several new agencies were elected to the Board of Directors for the first time in 2000, including the U.S. Bureau of Prisons, USS CONSTITUTION and the U.S. Army Corps of Engineers. The GBFEB operated six standing committees, each addressing a particular issues or causes of benefit and interest to the entire Federal community. The entire GBFEB Board of Directors deserves special recognition for their support this year.

Chair Bob Dunfey and Vice Chair Diane LeBlanc continued to take an active and personal role with promotion of the GBFEB and its programs. As a team, they met with each newly appointed agency head and provided a briefing on FEB activities. This effort saw marked success with many more agency heads active than ever before.

The GBFEB continued to strongly support the *National Partnership for Reinventing Government* (NPR) initiatives. In March 1999, the NPR named Greater Boston as a *Hassle Free Community*. Led by GBFEB Executive Director Kim Ainsworth,

interagency partnerships were developed to provide cross-government services to American citizens. The GBFEB was actively engaged with the development of the initiative nationally.

The GBFEB, in partnership with GSA New England, launched electronic government kiosks in three New England sites. Aimed at providing electronic access to a wide range of Federal, state and local government services, we worked with our local congressional delegation to identify areas that would benefit most. WALMART in Bangor, Maine; Chapel Square Mall in New Haven, Connecticut and the Hi Lo Supermarket in New Bedford, Massachusetts served as active partners for this unique program and continue to offer use of their commercial space rent-free.

There were many success stories in 1999-2000. Several local agencies were recognized with Vice President Gore's *Hammer Award* through nominations presented by the Greater Boston Federal Executive Board.

The GBFEB hosted its second annual cross-agency "*Briefing for Congressional Staff*" at New United States Courthouse in March 2000. The program's intent was to provide congressional staff members of all levels and expertise with a broad knowledge of individual agency mission and goals as well as their latest initiatives. Although many agencies often host individual issue-related briefings, our program additionally provided a unique networking opportunity with senior Federal executives. This helped open the lines of communication and allowed staff to provide constituent feedback. Topics included a timely question and answer session featuring CENSUS Regional Director Arthur Dukakis and a panel discussion with several "high-impact" agency executives including VA, INS, HCFA and the Passport Agency. As a result, the GBFEB Executive Director developed active working relationships with the local congressional staff members and the GBFEB has grown to serve as a *single point of contact* of sorts for executive branch information.

Based on feedback from congressional staff members, the GBFEB hosted a private briefing and tour of Boston's *BIG DIG* in the summer of 2000. The largest engineering project in United States history, the BIG DIG draws many constituent inquiries and complaints and affects all Massachusetts residents. The tour provided staff with a unique opportunity to review its progress first hand. Federal Highway Administration's Regional Director Stan Gee co-sponsored the tour with the GBFEB to provide the latest funding and timeline information.

The GBFEB hosted a number of events commemorating *Public Service Recognition Week* during the first week in May 2000. The GBFEB, in partnership with the Blue Cross Blue Shield Federal Employee program, hosted the third annual "Good Morning and Thank You Federal Employee Days" in several Federal sites, including the two largest Federal buildings. The National Park Service's Terry Savage chaired

the committee and his staff strongly supported the events. GBFEB Chair Bob Dunfey and Vice Chair Diane LeBlanc and several members and senior agency managers greeted employees with morning refreshments and a “thank you for your hard work” handshake upon arrival to work. We also sponsored free raffles for Federal employees featuring items such as patriotic teddy bears, t-shirts and coffee mugs. The events were very well received and reached an estimated 1000 employees throughout the week. The PSRW committee also developed a standard presentation to deliver to area elementary and grammar schools. It contained unique and important facts about the Federal government as an employer and public service on the whole. It was used as an education tool throughout the week.

The GBFEB continued to recognize excellence in Federal service by sponsoring two major inter-agency awards programs. A record 1,100 Federal employees were in attendance for the *Support Personnel Awards Program* in April 2000. This program recognized outstanding Federal support personnel for their exemplary service to the Federal government. The event was held at Boston’s Park Plaza Hotel and featured stress-humorist Carol Ann Small and Massachusetts State Police Sargent Dan Clark.

The GBFEB culminated Public Service Recognition Week with the 26<sup>th</sup> annual *Excellence in Government Awards Program* at the JFK Library and Museum. This program recognized the “best and the brightest” in local Federal service in 14 categories. This event also recognized two non-federal employees for their local contributions and commitment to public service. The 4th annual Senator Paul Tsongas Award for Exemplary Community Service was presented to the Worcester, Massachusetts Fire Department. In December 1999, the lives of six firefighters were lost in the line of duty during a much-publicized warehouse fire. Ten members of the Fire Department, including Chief Dennis Budd and Worcester’s City Manager accepted the award. The twelfth annual Speaker Thomas P. O’Neill, Jr. Award for Exemplary Public Service was presented posthumously to Senator John H. Chaffe for his unprecedented service to the United States as a veteran of several wars, longtime United States Senator and chief sponsor of nationally-renowned environmental legislation. Senator Chaffe’s eldest son Zachary, an Assistant United States Attorney in the State of Rhode Island, accepted on behalf of the family. Both the Tsongas and O’Neill families were on hand. The event was covered by the local TV news.

The GBFEB continued to act as a *clearinghouse for the widespread communication* among Federal agencies locally. In FY 2000, the GBFEB continued to distribute a *monthly newsletter* to replace the usual “mass mailings.” Entitled THE COMMUNICATOR, the newsletter is a condensed, easy-to-read, low cost information source that is distributed both electronically and via U.S. mail to scores of Federal employees. It provided the latest information on national and local initiatives,

highlighted agency successes, and featured program announcements. Feedback about this mechanism was extremely positive.

GSA's Federal Technology Service continued to serve as host for the *GBFEB web site* that featured links to local Federal web sites, latest program announcements, and GBFEB memorandums. The site also featured announcements geared towards keeping the local Federal community at-large informed.

The *GBFEB's broadcast fax capability* also offered the Federal community quick and easy access to time sensitive information. The GBFEB also maintained a comprehensive *electronic mail directory* that served as a vital tool for widespread communication among agencies.

The GBFEB continued to widely promote Federal programs and initiatives of interest offered via *satellite downlink*, including Vice President Gore's Lifelong Learning telecast, several OPM's HR forums and HHS initiatives.

The GBFEB continually submitted press releases to local newspapers and government periodicals in an effort to bring attention to the good work of Federal agencies and to keep the public informed about special events and government *programs*.

## ***Theme 2: Reduce Costs and Improve Efficiency***

Boston is certainly an exciting city and well known for its limited number of available hotel rooms, particularly within the government per diem rate (\$192.00.) Formed in 1998, our *Per Diem Working Group* continued to partner with GSA's Office of Transportation and Travel Policy to identify problem areas and common traveler complaints. The GBFEB hosted several forums featuring GSA's top travel authorities and provided essential feedback for the rate-setting process.

In January 2000, GSA Deputy Administrator Becky Rhodes launched the first-of-its-kind *Premier Lodging Program* in Boston. This unique partnership of the GBFEB, GSA and the U.S. Department of Army, contracted with eight local hotels to guarantee the government-rate year round. The Team worked in concert with the hotel managers to offer a creative solution to ongoing problems. Boston's PLP served as the model and "work in progress" for more than 75 more to be developed across the country.

With Postmaster of Boston Mike Powers serving as Chair, the *Combined Federal Campaign* saw a dramatic upswing in FY00. The upwards of 32,000 Federal (civilian, military, postal) employees contributed more than \$1.9 million to local and national charities, a remarkable increase from \$1.78 million in 1999. The PCFO, the

Charitable Campaign Coalition, under the direction of the Local Federal Coordinating Committee (LFCC,) hosted the *fourth annual Fun Walk / Road Race as well as the fourth annual Golf Tournament*, respectively, to benefit the Massachusetts Bay Combined Federal Campaign. Both successfully raised CFC awareness and increased the “spirit” of giving. EPA’s Stephen Perkins took on the leadership of the LFCC in 2000.

In its fourth year in existence, the GBFEB’s *Unified Diversity Committee* once again outdid themselves. Chaired by Social Security Administration Regional Director Manuel Vaz and consisting of Federal employees from a host of local agencies across Massachusetts, the Committee again sponsored “*Diversity Day*” in June 2000. The event featured a variety of speakers, ethnic foods and entertainment and drew more than 300 Federal employees.

The GBFEB became actively engaged early in 2000 with several *LOCALITY PAY* efforts in Massachusetts. Specifically, two Massachusetts towns were adversely impacted with the announcement of plans to include the state of Rhode Island in Boston’s Metropolitan Statistical Area. The GBFEB took the lead on the effort to repair that inequity. We successfully outlined the problem to both our congressional members and the Federal Salary Council. As a direct result of our efforts, Attleboro and Fall River, Massachusetts were added to the proposal effective January 2001. Two additional areas within Massachusetts have since expressed interest in involving the GBFEB in similar efforts.

The GBFEB supported *special emphasis programs* throughout the year. Some were educational, others informational and offered extensive training and development for Federal employees. Mainly sponsored during the lunch hour and funded by individual agencies, the GBFEB provided logistical advice and promotion.

Vice Chair Diane LeBlanc participated as a head table guest in the Minority Business Development Agency’s “*Minority Enterprise Development Week*” celebration in September 2000.

During Adoption month in November 1999, the GBFEB sponsored a series of *Adoption and Foster Care Lunch and Learn sessions* in several Federal sites featuring speakers from the Massachusetts Department of Social Services. Representatives spoke about the crucial need for foster and adoptive parents nationwide. Federal employees were also able to complete applications on site. With now a two-year history, we know of several successful adoptions by Federal employees as direct result of these fairs.

*Domestic Violence* continued to be an issue of importance among Federal agencies. Alongside the U.S. Department of Health and Human Services, GBFEB staff served

on an ad hoc working group aimed at educating the Federal community about domestic violence both at work and at home. For the second year, this group sponsored a series of Domestic Violence Training Programs across New England. The national Silent Witness Display was also featured in major Federal sites during Domestic Violence Awareness Month.

The *Shared Neutrals Pilot Project* really took shape during FY 2000. After a full year of research and technical development, the program recruited and interviewed more than two dozen volunteer mediators from a variety of Federal agencies. The program actively assisted with a dozen Federal disputes by offering a low-cost alternative for mediation services. This cost avoidance ultimately saved significant taxpayer dollars.

Once again our most successful program was the annual *pre-retirement seminar*. More than 300 Federal employees representing 3 dozen agencies took advantage of this low cost day-long seminar that provided valuable financial planning and tax information for both CSRS and FERS employees. The National Archives and Records Administration took the lead on the event that featured consultant Steve Marder.

Vice Chair Diane LeBlanc addressed the 28 FEB Executive Directors at the 2000 annual conference to discuss FEB record keeping. Although FEBs are a branch of OPM, there has not been a uniform record schedule or other standards in place for FEB records. Several FEBs expressed interest in developing uniform standards and properly documenting activities for future preservation. The Boston made significant progress with NARA's assistance. Ms. LeBlanc pledged NARA's full support. Her team continues to work with OPM to develop an appropriate record schedule.

In January 2000, the GBFEB partnered with the American Society for Public Administration's Massachusetts Chapter to host Massachusetts Lieutenant Governor Jane Swift for a *Family Friendly Work initiatives* briefing. Both Executive Director Kim Ainsworth and Vice Chair Diane LeBlanc served on ASPA's local chapter council in an effort to better reach out to our state and local counterparts.

### ***Theme 3: Facilitate Service Delivery***

The GBFEB continued to *promote itself as a user-friendly source of government information*, whether it is to the Federal customer or the American people. We facilitated the delivery of services by serving as a single point of contact for government information.

*White House initiatives* continued to be a priority for the Federal Executive Board. Our White House Initiatives Committee continued to be the chief overseer of those national initiatives. We acted as a clearinghouse for information and ensured that we remained current.

During summer 2000, two local congressional offices requested our assistance to reach out to key Federal agencies concerning a local economic development project. Entitled *Telecom City*, the leadership team, including the Mayors of the Cities of Everett, Malden and Medford, Massachusetts briefed officials from more than a dozen agencies in a forum sponsored by the GBFEB. We were able to successfully coordinate this agency-wide briefing in a short period of time, saving a lot of time and money on both ends.

The GBFEB's Hammer Award winning Computer Donation Program, developed four years ago in accordance with EO 12999, continued to donate excess computer equipment to schools and educational non-profit organizations across New England. Because technology has been evolving so rapidly, it was often difficult to excess older computer equipment. As a result, the GBFEB forged alliances with several non-profit recycling and vocational technical programs to upgrade and repair equipment at no cost.

In March 1999, Massachusetts became the *first state to require recycling of computer equipment*; particularly CATHODE RAY TUBES associated with computer monitors. The GBFEB sponsored a briefing on the new legislation and worked with EPA to develop a long- range plan. This included information on recycling programs across the state and disposal cost estimates.

The Greater Boston Federal Executive Board was one of the chief sponsors of a *Reinvention Lab focusing on After School Programs* for children. Partnering with the City of Boston's 2:00 – 6:00 initiative, nationally-renowned Parents United for Child Care, and City Year and working closely with the NPR staff, the GBFEB hosted one of the largest public / private forums addressing this issue in November 2000. As a result of our efforts, cities across the country began partnering with state and local governments to explore the increasing need for funding of such programs.

In FY 00, Boston was mentioned in a major announcement by Vice President Gore as among the first to host a unique "*Federal Resources Fair*" to share information with after school providers. More than 300 after school providers and youth workers attended the event featuring remarks by Boston Mayor Tom Menino and NPR's national project manager Pam Johnson. Approximately 20 Federal agencies and their state, local and non-profit partners exhibited.

The GBFEB encouraged Federal agencies to *share resources* for the common good in an effort to save taxpayer dollars. For example, many agencies sponsored training programs on such things as ethics and management skills. When there were additional spaces available, the GBFEB promoted the vacancies so that other agencies were able to send staff at no cost. We saw a number of successful partnerships developed this year as a result.

The GBFEB hosted several successful training programs beneficial to the Federal community at-large. In May 2000, we enlisted OSHA and DOL's Office of Worker's Compensation to brief Federal manager's and supervisors on their *FEDERAL WORKER 2000 initiative*. It was widely popular.

We also sponsored GSA's central office for a briefing for the Federal community on some *major changes in the Federal Travel Regulations*, including conference amendments.

In August 2000, we brought in United States Special Counsel Elaine Kaplan to conduct a *Hatch Act briefing* for Federal employees of all levels, including union officials.

The GBFEB web page has *designed links* to some of the most important government internet sites in hopes of providing easy access to the most important services.

The GBFEB continued to promote energy and resource conservation. We partnered with both GSA for the *PLANET GSA* initiative and with EPA for its TREAD LIGHTLY program in efforts to reduce the environmental footprint of Federal employees locally. In November 2000, the GBFEB prepared an interagency *Memorandum of Understanding* outlining what local Federal agencies can and have done in the Federal workplace to support the preservation of our environment. Initiatives ranged from developing telework guidelines to offering transit subsidies.

The GBFEB maintained close working relationships with *several associate members*, including the five New England Federal Executive Associations, the New England Federal Personnel Council, the Massachusetts Chapter of the American Society for Public Administration, and the National Association of Retired Federal Employees. We actively supported programs and shared information on widespread matters of interest, including the most recent policies, programs and regulations of the Director, U.S. Office of Personnel Management.

The GBFEB continued to support the ongoing training and development of Federal employees of all ranks and professions. GBFEB staff hosted a *Women's Executive Leadership participant* for a 30-day detail during the summer 2000. The candidate worked on the promotion and development of the Shared Neutrals Program.



For the fourth consecutive year, the GBFEB hosted, in partnership with OPM, month long *Presidential Management Intern Assessment Centers* in February 2000. Not only did GBFEB staff recruit and schedule all panelists, but provided full logistical support and participated as panelists as needed.

The GBFEB continued to promote *public service as a proud and noble profession* by providing briefings to local college students. Executive Director Kim Ainsworth participated in panel discussions for potential PMI's at both Harvard University's Kennedy School of Government and Northeastern University.

The GBFEB was also actively engaged for the third consecutive year with the IRISH LEADERS FOR TOMORROW PROGRAM. We helped facilitate detail and educational opportunities for approximately 36 Irish government executives from both Republics of Ireland. This year we took an even more active role, sponsoring a lunch and learn series addressing a wide range of public policy initiatives and featuring high level speakers.

The GBFEB coordinated a one day *Federal Day for Suffolk University* Graduate Students featuring several Federal executives discussing their career paths and agency missions.

A *Bangor, Maine WALMART store* was the venue for the launch of New England's *first electronic government kiosk* in September 2000. The event featured Maine Governor Angus King and NPR Director Morley Winograd, each discussing Federal and state electronic government initiatives. Statistics indicated that this kiosk assisted more than 2000 customers in just the first four months of installment. Several media outlets covered the event.

*New Bedford, Massachusetts' HI LO SUPERMARKET* hosted the second *kiosk launch* featuring Congressman Barney Frank. This site also serviced several thousand customers in its first few months. The store's top management has included hassle free government information in their promotional and marketing materials.

Finally, *New Haven, Connecticut* Mayor John DeStefano and representatives from Congresswoman Rosa Delauro and Senator Joseph Lieberman's staff helped us launch New England's *third and last kiosk at the Chapel Square Mall*. New Haven was selected because of its EZ / EC designation and the constituency groups served.

In October 2000, the GBFEB and several Federal agencies participated in a two-day *Disability Job Fair* sponsored by the President's Commission of Persons with Disabilities. The event was held in concert with a celebration of the tenth

anniversary of the Americans with Disabilities Act and drew more than 3,000 job seekers. Because some agencies could not afford exhibitor fees, the GBFEB purchased a table and hosted a variety of Federal agencies. Staff distributed Federal job and other pertinent information and answered candidate questions.

### ***Theme 4: Partner with Community Groups***

Another active GBFEB component was the Community Services Committee, under the leadership of the U.S. Department of Labor's Janis Carreiro. This committee established an ongoing relationship with several area high schools through the *Boston Private Industry Council's Partnership Program*. Federal employees from a variety of agencies participated in mentoring programs and provided other human resources for two local public high schools. A large number of Federal Executives also participated in *Groundhog Shadowing Day* in February. Junior High School students "shadowed" these executives for a day and learned the life of a public servant.

Executive Director Kim Ainsworth served as an active member of the Board of Directors of the *Academy of Public Service* at Dorchester High School, another program facilitated by the Private Industry Council. Federal colleagues participated in academy projects, including providing speakers and offering summer and after school jobs for students interested in public service.

The FEB became more actively involved with community projects with assistance from the PCFO of the *Massachusetts Bay Combined Federal Campaign*. Chair Bob Dunfey, Vice Chair Diane LeBlanc and CFC Chair Mike Powers attended ABCD's annual dinner representing the Federal community at-large. Led by our LFCC, the Combined Federal Campaign continued to serve as a successful and unified source of fundraising in our Federal workplace. Last year, \$1.9 million was raised for local, national and international charities.

The Federal Executive Board endorsed several in-kind drives throughout the year. The FEB was a major partner in the City of Boston's *CAN SHARE FOOD DRIVE* during the Thanksgiving season. And, during Christmas, with the US Secret Service serving as the lead agency, FEB members sponsored a government-wide *Toys for Tots drive* to benefit local families in need.

The FEB's Hammer Award winning *Computer Donation program* benefited schools and students across New England by placing excess Federal computers in needy communities.

The GBFEB developed active partnerships with both the *Greater Boston Chamber of Commerce* and the *New England Council* to outreach to the business community. These organizations helped us to better educate an important constituency group about the latest Federal programs and initiatives relating to business.

In August 2000, the GBFEB helped the Health Care Financing Administration coordinate a local celebration commemorating *Medicare's 35<sup>th</sup> anniversary*.

For the first time, the GBFEB developed a strong relationship with the *CITIZEN SCHOOLS after school program* by serving as judges for several mock trial sessions. This unique program offers low-cost educational programs for youth in the after school hours.

## ***Theme 5: Coordinate Emergency Services***

The GBFEB operated with great success the local Emergency Weather Committee. With technical assistance of the First US Coast Guard District, long range forecast information provided by the National Weather Service and transportation addressed by the Federal Protective Service, the GBFEB operated a *24 hour secure information line* for local Federal agencies. A collective recommendation regarding safety was made and communicated to agency heads. A determination was then made by each agency as whether to open for business, etc. The GBFEB communicated that message to the media.

The GBFEB promoted safety both at home and on the job through the program sponsorship and information distribution. . We provided information on FEMA's Project Impact, OPM's Workplace Violence Guide, OSHA's Federal Worker 2000 initiative and more.

In June 2000, the GBFEB hosted a full board meeting featuring a panel discussion of Federal agencies involved in the SAILBOSTON events. Event coordinator Dusty Rhodes joined USS CONSTITUTION Commander William Foster and First US Coast Guard District Commander RADM George Naccara to brief the Federal community on the expectations of this world-renowned event. The GBFEB was actively involved in the safety and crowd control forums as more than 2 million visitors were expected to travel to the city over the course of the one week event, potentially causing disruption in the Federal workplace.

The GBFEB hosted a number of successful training programs beneficial to the Federal community at-large. In May 2000, we enlisted OSHA and DOL's Office of Worker's Compensation to brief Federal manager's and supervisors on their

FEDERAL WORKER 2000 initiative. More than 75 Federal managers and supervisors obtained first hand information from the experts on not only how to make the Federal workplace safer but how to assist injured workers.